

# Electronic Project Folder

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# **Electronic Project Folder** **(EPF)**

**What is  
it ?**

- Storage area for pertinent project information
- Project working area
- Archive for project documents

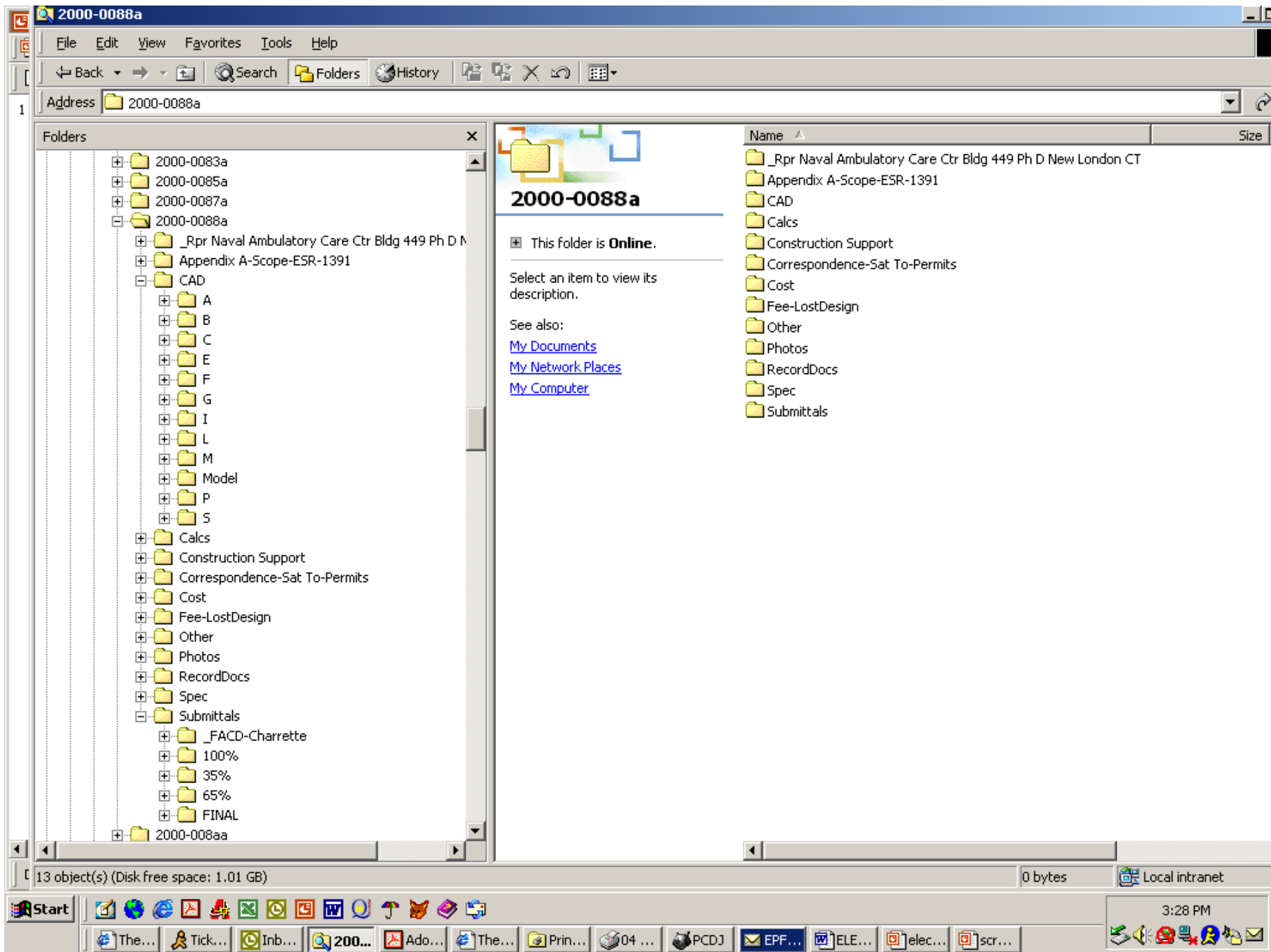
← **NEW**

**Where is it**

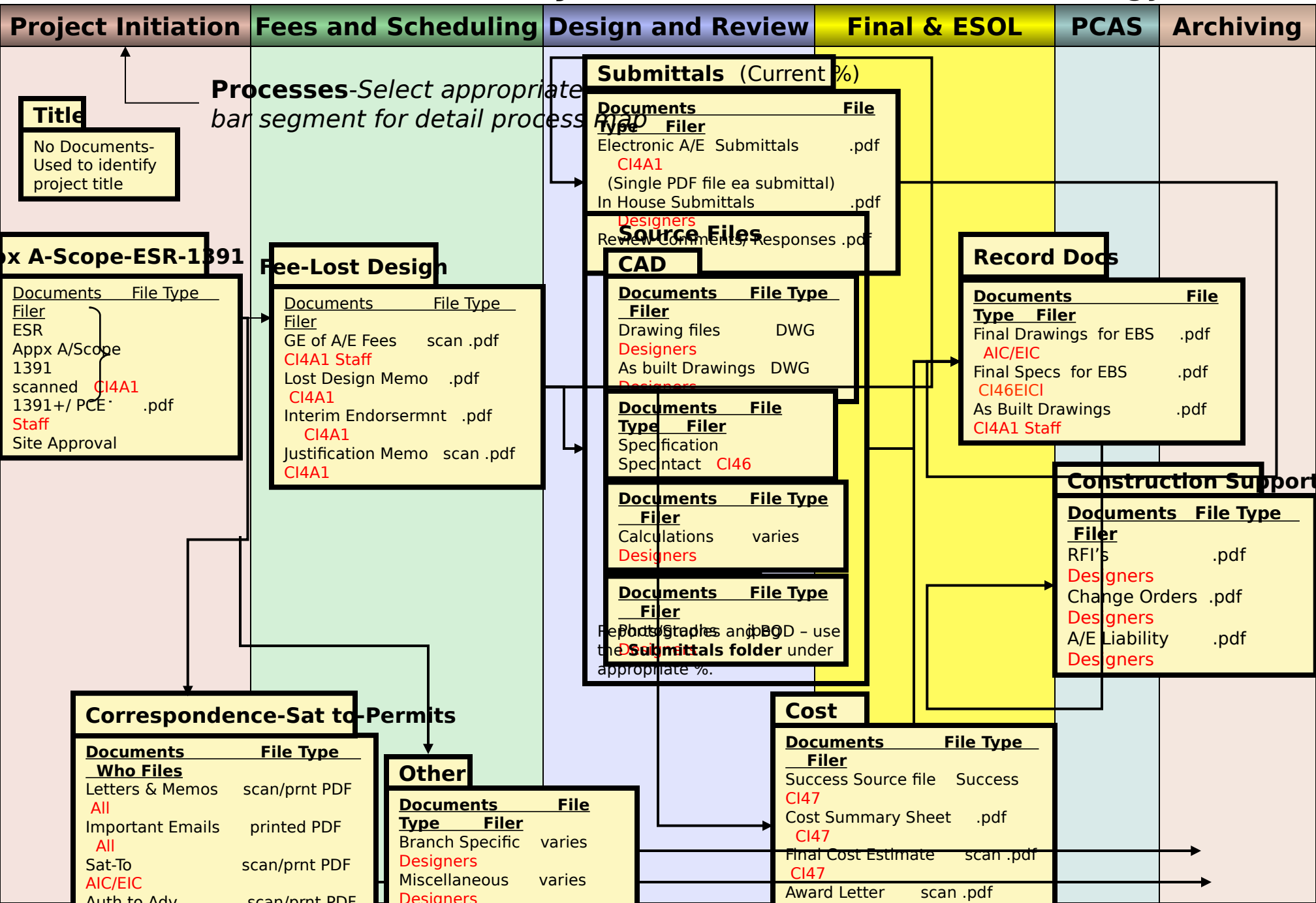
- ?**
- U:Projects soon to be Z:Projects
  - Identified as **JO#** **4 digit FY-last 4 digits of**  
**2001-1234a** ← **“a”** suffix for A/E projects

**Who's responsible for content and  
maintenance ?**

- Project Team - AIC/EIC, PL, Designers, & Design Support Staff
- AIC/EIC Oversight



# Electronic Project Folder-Document Chronology and Ownership



# **Electronic Project Folder** **(EPF)**

## **General Guidelines**

- **Eliminate duplicate storage**
- **Convert to PDF directly whenever possible in lieu of scanning**

## **File Naming Convention**

- **Follow EBS manual for CAD and ESOL documents**
- **Correspondence - letters, emails, memos (Chronological) **Date & Description****  
**2000-06-28Sat-to.pdf**
- **All other - **last 4 digits of JO# & Description****  
**9027RFI-1.ext**

**Who can access ?**

**FOLDER ACCESS & RIGHTS**

	<u>LANTDIV</u>		<u>DESIGN</u>		<u>ARCHIVE GROUP</u>
	V		V,M,D		V,M,D
	NA		V,M,D		V,M,D
	V		V,M,D		V,M,D
★ CAD	NA	V-	M,D(BRN)		V,M,D
★ Specs	NA	V-	M,D(CI46)		V,M,D
★ Record Docs	V		V,M		V,M,D
★ Cost	NA		V,M,D(CI47)		V,NA
Other	V		V,M,D		V,M,D
Photos	V		V,M,D		V,M,D
Calcs	V		V,M,D		V,M,D
Construction Support	V		V,M,D		V,M,D
	V		V,M,D		V,M,D
Submittals					

**Legend**

NA - no access

V - view, copy, print

M - modify, create

D - delete